Volume XIV – E-Filing Reference Guide for G-28

Form G-28 (Notice of Entry of Appearance as Attorney or Representative) is used by attorneys or organizational representatives wishing to E-File an application or petition on behalf of a client.

Purpose

In this document the following topics will be addressed:

- How to Associate a G-28 with an Application or Petition
- Pre-Population of Fields on the G-28
- Modifying Your G-28
- The G-28 and Concurrent E-Filing Submissions
- Addressing Missing Information on the G-28

How to Associate a G-28 with an Application or Petition

Prior to filling out the primary application or petition, you must answer the following question. Your answer will determine whether a G-28 is required.

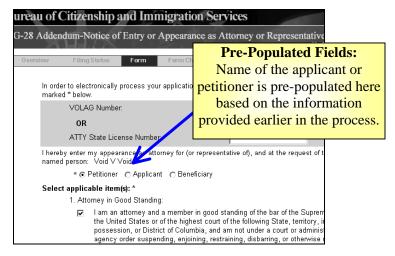


- Individual petitioners and applicants wishing to E-File a petition or application should select the first option.
- An attorney or representative wishing to E-File a petition or application on behalf of a client should select the <u>second</u> Filing Status option.

If you select the <u>second</u> option, the G-28 E-Filing form will automatically be provided for completion after you complete the appropriate application(s) and/or petition(s).

Pre-Population of Fields on the G-28

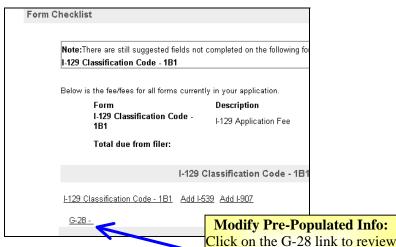
There are a number of items on the G-28 that request information provided on the principal application or petition. In these cases, the E-Filing system will automatically pull this information from the principal application or petition to insert into the G-28, which will help limit the number of times you have to key in the same information.



The fields for the pre-populated items shown above will not be provided for completion within the on-line form since the system pre-populates these fields with information previously provided on the associated application/petition.

Modifying your G-28

As with the applications/petitions themselves, prior to certifying your submission (see for more <u>Volume XV - Paying for and Submitting E-Filing Applications</u> information on certifying your forms) you will be able to review or modify your G-28 prior to your final submission.



Log-in to your *My Forms* account.

• Go to the *Form Checklist* page and click on the G-28 to go to the G-28 E-Filing form to review and/or modify your G-28.

and/or change information previously provided.

The G-28 and Concurrent E-Filing Submissions

When concurrently E-Filing multiple applications/petitions for your client, you should expect to see only one (1) copy of the PDF G-28 printout with the E-Filed application(s) or petition(s).

- G-28s within concurrently E-Filed submissions will only contain the name of the **primary** applicant or petitioner in the E-Filing.
 - O The primary application/petition in a concurrently E-Filed submission is the form you initially selected in your *My Forms* account to begin the E-Filing process.
- While the names of other applicants will not appear on the G-28, the G-28 will be electronically linked to all applications/petitions in your submission within the E-Filing system.

Addressing Missing Information on the G-28

After submitting your client's application(s) or petition(s), be sure to review the PDF version of the submittal (see Volume XV - Paying for and Submitting E-Filing Applications for generating and printing PDF copies of E-Filed applications/petitions). If you feel there is missing or incorrect information on the G-28, please do the following:

- Write in the information in the appropriate space on the hardcopy G-28.
- Sign and date the G-28 in the appropriate area (signature box above "Certified and Filed By Internet."
- Send it in with the application's or petition's supporting documentation to the appropriate address provided on the Confirmation Receipt notice.

If you were not able to generate the PDF Confirmation Receipt notice, please see the forms' instructions to determine the appropriate mailing address.